

# SWARM FAQs

## 1. When is my Storm water annual report due?

Industrial annual reports are due July 1, of each year.

## 2. How can I register for CIWQS?

a. Legally responsible person (see question 3 for the definition of legally responsible person) must complete the form found at the following link and mail it to the CIWQS Help Center: [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/swarm/prereg.pdf](http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/swarm/prereg.pdf).

When the registration process is complete, an e-mail will be sent to the e-mail address noted on the registration form. The email will include a user name and temporary password.

b. Data Submitters (DS) must complete the DS portion of the form found at the following link and mail it to the CIWQS Help Center (CHC): [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/swarm/prereg.pdf](http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/swarm/prereg.pdf).

When the registration process is complete, an e-mail will be sent to the e-mail address noted on the registration form. Once registered, a legally responsible person must approve the data submitter's access to the specified facility.

## 3. What is a legally responsible person?

A legally responsible person is authorized to certify and submit reports, as specified in the signatory requirements section of the General Permit (Section C.9, Signatory Requirements [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/docs/induspmt.pdf](http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/induspmt.pdf), page 48) and as stated below:

- (1) For a corporation: a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (a) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or (b) the manager of the facility if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
- (2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively; or
- (3) For a municipality, State, Federal, or other public agency: either a principal executive officer or ranking elected official. The principal executive officer of a Federal agency includes the chief executive officer of the agency or the senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of U.S. EPA).

All reports, certifications, or other information required by the General Permit or requested by the Regional Water Board, State Water Board, U.S. EPA, or local storm water management agency shall be signed by a person described above or by a duly authorized representative. A person is a duly authorized representative only if:

- (1) The authorization is made in writing by a person described above and retained as part of the SWPPP.

- (2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for named position.)

**4. Where do I log in to fill out my annual report?**

Once you receive a CIWQS account (as described in question #2 of this document), you can fill out your annual report by logging into CIWQS at <http://ciwqs.waterboards.ca.gov> and then follow the SWARM link to complete your annual report.

**5. What if my information under the “General Info” Tab does not reflect the correct information?**

If the information is not current, follow the instructions on the tab by clicking the hyperlink, correcting and highlighting the changes. Fax the modified page to (916) 341-5543.

**6. What should I put as the Name and Identifier for my monitoring locations?**

Anything is fine, however we recommend using the same name for the Name and Identifier to avoid confusion in the future. Each sampling location's name and identifier should be identified on the site map in the SWPPP.

**7. What if my facility was not able to sample discharges from two storm water events?**

If you were unable to collect a sample from two storm events, you are still required to complete an annual report. Under the “Sampling” tab, Section E offers the discharger the opportunity to enter an explanation as to why samples from two storm events could not be collected. If further explanation is necessary, please attach the document under the “Attachments” tab. The attachment can be in MS Word, PDF, JPEG, etc.

**8. What if my facility sampled for only one storm event or didn't sample the first event?**

Under the “Sampling” tab, Section E offers the discharger the opportunity to enter an explanation why samples from two storm events could not be collected.

**9. How do I create a new event?**

To create a new event, please click the hyperlink titled “SWARM Help” located in the upper right hand corner of the CIWQS screen. Detailed instructions on how to complete the annual report, including creating new events, is available in pdf format.

**10. Can I still submit my annual report after the due date?**

The online annual report will be accessible after the due date. Please note, however, your report will be considered late and may be subject to enforcement actions.

**11. What if my analytical method is not listed within the drop down menu under the “Raw Data” tab?**

If your Analytical Method is not displayed, please choose the default method and upload your laboratory results under the “Attachments” tab. Please note that attachment of the laboratory results is mandatory whether or not your analytical method is listed or not.

**12. How do I delete duplicate sampling events?**

To delete duplicate or unwanted sampling events, first select the sampling event by clicking the appropriate hyperlink under the “Raw Data” tab. Once the event is selected, click the “Delete Event” button.

**13. What if I need to add an attachment to my annual report once it has been submitted?**

Once the LRP certifies the annual report, no corrections can be made electronically. Regional Board staff do not have the user rights to delete an LRP certified Annual Report. The discharger may, however, contact their Regional Board to determine the Board's policy on Annual Report amendments.

**14. Am I required to submit my industrial storm water annual report electronically via SWARM?**

Electronic submittal of annual reports via SWARM will become mandatory once the Draft Industrial Activities Storm Water General Permit is adopted. For more information regarding the Draft Industrial Activities Storm Water General Permit, please see the following link: [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml).

**15. Do I need to submit my lab reports with my annual report?**

Yes, attach an electronic copy of your laboratory reports under the "Attachments" tab.